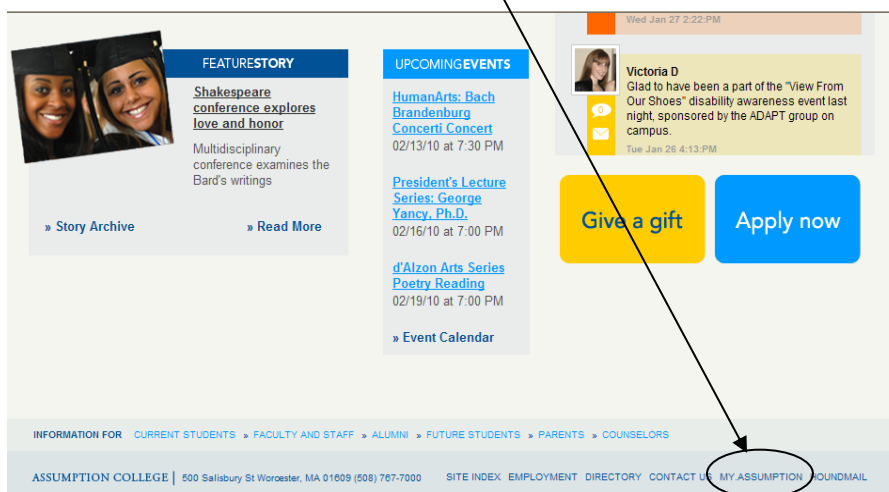


# Logging into the My.Assumption Portal

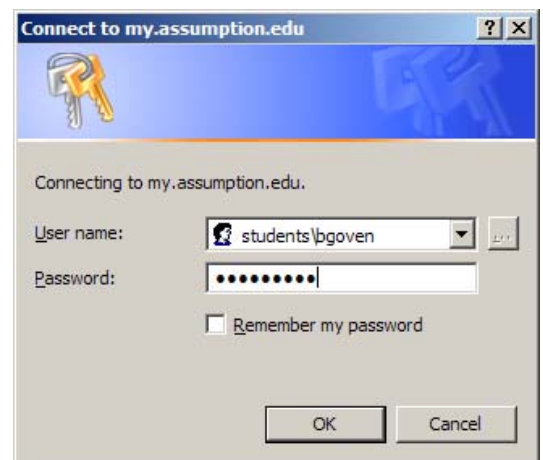
There are two ways to get into the My.Assumption portal; you can choose the way that best works for you.

1. Type <http://my.assumption.edu> in any Web browser address bar. Save it as a favorite or as a shortcut on your desktop **OR**
2. From the Assumption College Web site, scroll to the bottom of the page you are on and you will see links. Click on the link **MY.ASSUMPTION**.



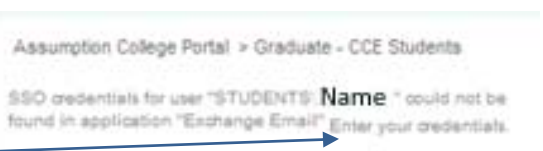
3. The login box will appear. Then, type in your username beginning with **students\** and password\*\*.

**\*\*Note:** It is VERY important to make sure you put **students\** before your login name, the system will not recognize it otherwise. The \ is above the Enter key. (Ex. Students\bgovent)



4. Check the box next to **remember my password** and it will remember your *username only* so that you do not need to retype **students\yourname** every time you login.

5. Click **OK** and you will be redirected to the Graduate/CCE homepage of the **My.Assumption** portal, where you will notice above the AC Billboard picture a message asking you for your credentials.



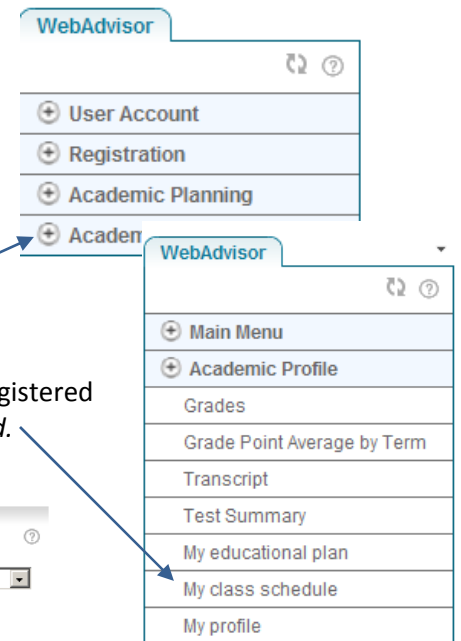
6. Click on **Enter your credentials**.
7. Enter your username (without the **students\**) and your password allowing single sign-on access to WebAdvisor and Outlook for your e-mail and calendar information. Once you have entered your credentials, you will not need to do this again unless you change your password.

If you have any problems, please contact the Hub at ext. 7060 for assistance.

# Getting your class schedule

Once you are logged into the portal and your credentials are set, you will be able to view your schedule, check out what's happening around campus, pay your bills, and register for classes among other things. The portal will be your gateway to everything Assumption!

1. To get your schedule, you will need to go to the tab titled WebAdvisor. This is located under the Quick Links Tab.
2. **Click Academic Profile**, this will give you the following list of options.
3. **My Class Schedule** allows students to view the list of classes for which they are registered or waitlisted. *When you first access My Class Schedule, the form below is displayed.*
4. You can select a term from the Term drop-down list to limit the course sections that will be displayed or can leave this field blank.



5. Click **Submit** to get your class schedule.

The image shows a form titled 'My class schedule'. It features a 'Term' dropdown menu with a downward arrow and a 'SUBMIT' button below it.

6. Click on a course in the Course Name and Title column to view additional information. The Section Information form will open in a new browser window as shown below.

The image shows a 'Schedule' page for '0109957 Test Faculty' in the 'Fall 2010' term. It displays 'Total Registered Credits 6.00' and a table of course sections.

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
MAT-131H-01 (00735) HONORS ELEMENTARY CALC I	Add	08/31/2010-12/09/2010 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Room to be Announced	3.00			08/30/10
ACC-125-01 (00127) PRINCIPLES OF ACCOUNTING	Add	08/31/2010-12/09/2010 Lecture Tuesday, Thursday 08:30AM - 09:45AM, Room to be Announced	3.00			08/30/10

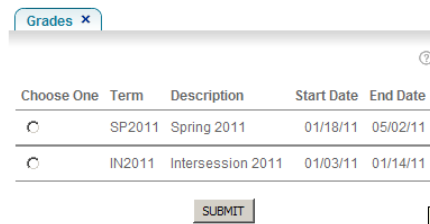
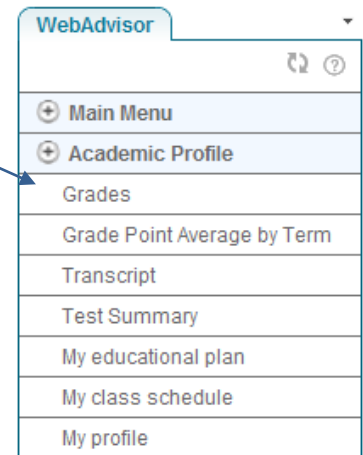
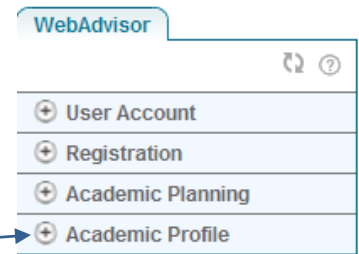
The image shows a 'Section Information' form for 'HONORS ELEMENTARY CALC I' (Section MAT-131H-01). It includes details such as start and end dates, academic level, meeting information, faculty name, and prerequisites.

Meeting Information	Faculty name	Phone	Extension	E-mail address	Instructional Method
08/31/2010-12/09/2010 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Room to be Announced	Robert M. Fry, Ph.D				Lecture

# Getting your Grades

Obtaining your grades is very similar to viewing your class schedule and is another option under Academic Profile.

1. To get your grades, you will need to go to the tab titled WebAdvisor. This is located under the Quick Links Tab.
2. **Click Academic Profile**, this will give you the following list of options. Depending on your security, you **may not** see all these options .
3. **Grades** allows students to view their grades by semester.
4. Click on the semester you wish to view and click submit.



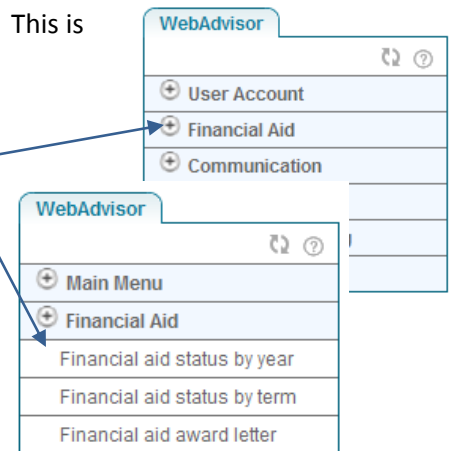
5. You will then be able to see your grades and your term GPA for that semester. Click OK when you are done viewing or click the back button.



# Checking your Financial Aid

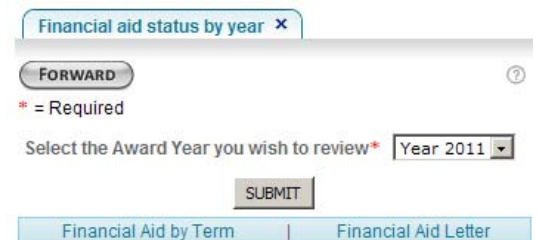
The newest feature of WebAdvisor is being able to view your Financial Aid online. There are more features coming, and we will be sure to let you know as they are rolled out!

1. To see your financial aid, you will need to go to the tab titled WebAdvisor. This is located under the Quick Links Tab.
2. **Click Financial Aid**, this will give you a list of options. You can select if you want to see your financial aid by year or term and also view your award letter.



3. To view by year, click that selection and enter the award year via the pulldown and click Submit.

\*Notice that you can also click on the Financial Aid by Term and Award letter from this point.



4. Once you click submit, you will get a screen showing your awarded aid and its status/action.
5. You would complete the same process to view by term or view your award letter.

If you have questions regarding your aid amounts or the action, please contact someone in the Financial Aid office x 7158.

If you should have problems with the portal or any WebAdvisor function, please contact the HUB x 7060.

A screenshot of the 'Financial Aid by Year' screen. At the top, there is a title bar with the text 'Financial Aid by Year' and a close icon. Below the title bar is a 'BACK' button and a help icon. Underneath the button is the text 'Your Financial Aid Award Information For Year 2011'. Below this text is a table with three columns: 'Source', 'Amount', and 'Action'. The table contains four rows of data. At the bottom of the table, there is a row for 'Total Estimated Funds Available' with a value of '\$31,000.00'. Below the table is an 'OK' button.

Source	Amount	Action
Aquinas Scholarship	\$16,000.00	Accepted
AC Grant	\$9,500.00	Accepted
Federal Subsidized Stafford Loan	\$3,500.00	Pending
Federal Unsub Stafford Loan	\$2,000.00	Pending
<b>Total Estimated Funds Available</b>	<b>\$31,000.00</b>	

